

Call for Proposal (CFP)

Leadership and participation in decision making (WIL)

CFP No. CfP17/003-WIL

Section 1 – CFP letter

UN Women plans to engage Responsible Party (Non-Governmental Organization, Community Based Organizations(CBOs) and Academic Organizations) as defined in accordance with these documents. UN Women now invites sealed and/or electronic proposals from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference. Proposals must be received by UN Women at the address specified not later than 4:00 pm, Moldova time on January 29, 2018.

This UN Women Call for Proposals consists of four sections and a series of annexes that will be completed by proponents and returned with their proposal:

- CFP section 1: CFP letter (this document)
- CFP section 2: Proposal data sheet
- CFP section 3: Instructions to proponents
- CFP section 4: UN Women Terms of Reference

CFP forms to be returned (mandatory):

- | | |
|------------|---|
| Annex B1-1 | Proposal/no proposal confirmation form |
| Annex B1-2 | Mandatory requirements/pre-qualification criteria |
| Annex B1-3 | Technical proposal submission form |
| Annex B1-4 | Financial proposal submission form |
| Annex B1-5 | Resumes of proposed team members |
| Annex B1-6 | Capacity Assessment Checklist |

Interested proponents may obtain further information by contacting this email address:

vladimir.paraschiv@unwomen.org

Call for Proposal (CFP)

Leadership and participation in decision making (WIL)

CFP No. CfP17/003-WIL

Section 2: Proposal data sheet

Program Area: Leadership and participation in decision making (WIL)

Program official's name: Svetlana Andries

Email: svetlana.andries@unwomen.org

Telephone number: +373-22-839 898

Issue date: December 26, 2017

Requests for clarifications will be received until:

Date: January 15, 2018 (via e-mail: vladimir.paraschiv@unwomen.org)

Time: 1:00 pm Moldova time

UN Women clarifications to proponents will be provided within 3 working days, but not later than:

Date: January 19, 2018

Time: 5:00 pm Moldova time

Proposal to be submitted by:

Date: January 29, 2018.

Time: 4:00 pm Moldova time

Planned award date: 1 March 2018

Planned contract start date: 12 March 2018

Asya Varbanova

Acting Head of Office, UN Women Moldova

Signature:



Issue date:

December 27, 2017

Call for Proposal (CFP)

Leadership and participation in decision making (WIL)

CFP No. CfP17/003-WIL

Section 3: Instructions to proponents

1. Introduction

- 1.1. UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party (Non-Governmental Organization, Community Based Organizations(CBOs) and Academic Organizations).
- 1.2. A description of the services required is described in CFP Section 4 -Terms of Reference.
- 1.3. UN Women may, at its discretion, cancel the services in part or in whole.
- 1.4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this CFP, all communications must be directed only to Vladimir Paraschiv, Procurement Associate by email at vladimir.paraschiv@unwomen.org. Proponents must not communicate with any other personnel of UN Women regarding this CFP.

2. Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

3. Eligibility

Proponents must meet all mandatory requirements/pre-qualification criteria as set out in Annex B1-2. See section 10 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B1-2. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

4. Clarification of CFP documents

A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women email address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on page 1. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

5. Amendments to CFP documents

At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

6. Language of proposal

The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women, shall be written in English. Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

7. Submission of proposal

- 7.1. Technical and financial proposals should be submitted simultaneously, as part of the template for proposal submission (Annex B1-3 and Annex B1-4), as separate email attachments, with the CFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. If the email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted.

The email text body should indicate the name and address of the proponent and the description of the proposal (technical or financial). The attachment with technical proposal should not contain any pricing information, nor should the attachment with financial proposal contain any components of the technical proposal

Address for Proposal Submission:

Personal Delivery/ Courier mail/ Registered Mail :

UN Women Moldova
131, 31 August 1989 Street
MD-2012 Chisinau
Republic of Moldova
Attention: **Registry Office/Procurement**

Electronic submission of Proposal:

- ☐ Official Address for e-submission: tenders-Moldova@undp.org
- ☐ Free from virus and corrupted files
- ☐ Format : PDF files only, password protected
- ☐ Password must not be provided to UN Women until the deadline for proposals submission
- ☐ Max. File Size per transmission: 5 MB
- ☐ Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal
- ☐ No. of copies to be transmitted: 1 (one)
- ☐ Mandatory subject of email for the Technical Proposal: "Technical Proposal for CfPx/00xxx: <specify>"

- ☐ Mandatory subject of email for the Financial Proposal: “Financial Proposal for CfPxx/00xxx: <specify>”
- ☐ Virus Scanning Software to be Used prior to transmission: <specify, if required>
- ☐ Digital Certification/Signature: <specify, if required>
- ☐ Time Zone to be Recognized: Moldova (GMT+2:00)

- 7.2. Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time may be rejected.

When receiving proposals by email, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN Moldova Tenders email inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

- 7.3. The “Certificate of Proponent’s Eligibility and Authority to Sign Proposal” contained in this CFP must be executed by a representative of the proponent who is duly authorized to execute contracts and bind the proponent. Signature on the certificate represents that the proponent has read this CFP, understands it and agrees to be bound by its terms and conditions. The proponent’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- 7.4. **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UN Women Moldova may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.

9. Proposal currencies

All prices shall be quoted in national currency - Moldovan lei

UN Women reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued, and subsequent payments will be made in the mandatory currency for the proposal above.

10. Mandatory/pre-qualification criteria

- 10.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP procurement process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

- 10.2. Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.

11. Evaluation of technical and financial proposal

11.1. PHASE I – TECHNICAL PROPOSAL (70 points)

- 11.1.1. Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of a Committee for Partners' Assessment (CPA) appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

<u>Technical description and appropriateness/adequacy of approach</u> <ul style="list-style-type: none"> Proposal makes significant contribution towards the achievement of one or more Outputs and makes linkages with achievement of the Outcome Partnership is sought with the most relevant stakeholders Proposal is based on the "what works" model and embeds innovative approaches as well as advances the principles of "leaving no one behind" Proposal is clear and components are adequately weighed to each other 	40 points
<u>Relevance and technical capacity: (See Capacity Assessment Checklist)</u> <ul style="list-style-type: none"> Proposed staffing (number and expertise) for the services to be delivered; Organizational experience and proven track record/credibility in the area of advancing gender equality and women's rights and other areas of expertise relevant to the services required; Relevant experience in partnerships with UN Women, other UN agencies, governments, NGOs, and other development actors 	15 points
<u>Governance and management capacity: (See Capacity Assessment Checklist)</u> <ul style="list-style-type: none"> Management arrangement for the required services, including for monitoring and reporting, and if needed, evaluation Overall governance/management structure of the proponent organization 	8 points
<u>Financial and administrative management capacity: (See Capacity Assessment Checklist)</u>	7 points
TOTAL	70 points

11.2. PHASE II - FINANCIAL PROPOSAL (30 points)

- 11.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents' prices to that of the lowest evaluated cost.

Formula for computing points is as follows:

$$p = y (\mu/z)$$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

12. Preparation of proposal

- 12.1. You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent's own risk and may result in rejection of proponent's proposal.

12.2. Proponent's proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent's proposal will be deemed as accepted by the proponent. The terms "proponent" and "contractor" refer to those organizations that submit a proposal pursuant to this CFP.

12.3. Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4. The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document.

Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent's proposal shall include all of the following labelled annexes:

CFP submission (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) as an integral part of their proposal. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B1-1 hereto)
Part of proposal	Technical proposal submission form (Annex B1-3)
Part of proposal	Financial Proposal Submission Form (Annex B1-4 hereto)
Part of proposal	Resumes of proposed team members with prescribed information (Annex B1-5)
Part of proposal	Capacity Assessment Checklist (Annex B1-6)

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

Pre-submission:

Proponents shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex B1-1 hereto)
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13 Format and signing of proposal

The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

14 Award

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of up to two years with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.

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Leadership and participation in decision making (WIL)

CFP No. CfP17/003-WIL

Terms of Reference

1. Introduction

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. The work of UN Women in Moldova in the upcoming five-year period will be guided by its new Country Strategic Note (SN) for 2018-2022. The SN is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and [the Global Strategic Plan of UN Women for 2018-2021](#) and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#). Under its current and upcoming SN, UN Women cooperates closely with the government, civil society, academia, private sector, the media and other international organizations and development partners to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN2018-2022 will advance progress under the following three Impact Areas (IA): IA1: *More women from diverse groups fully participate and lead in gender responsive governance processes and institutions, including in the security sector* IA2: *Women have income security, decent work and economic autonomy*, IA3: *Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services*. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

One of the three priority areas of UN Women in its upcoming SN is advancing women's leadership and participation. Women and girls constitute more than half of Moldova's population, yet they are under-represented in the bodies that make key decisions affecting their lives. While women's involvement in decision-making is increasingly supported by society, Moldova did not reach its national 2015 Millennium Development Goal targets in this area and women remain under-represented in political and public leadership.¹ As of September 2017, women represent 22% of Parliamentarians, 21% of Cabinet Ministers, 20.6% of mayors, 30% of local councillors and 18.5% of district councillors.² Women from marginalized groups are virtually absent from decision-making positions, and the Concluding Observations of the Committee on the Elimination of All Forms of Discrimination (CEDAW) include specific recommendations on increasing their participation. When women manage to reach high positions in the legislative and the executive branches, they are involved mostly in the social spheres, with those related to economy, budget, law enforcement or security being dominated by men. In the processes related to negotiations on peace and security and overall social cohesion, women seldom participate in decision-making fora and gender issues are not considered. The influence of elected women is also limited, due to the centralization of party control in male-dominated party leadership and gendered norms and procedures in political institutions. Women occupying positions of leadership are subjected to gender-based

¹ MDG 3 target 1 for Moldova: 25% women mayors, 40% women local councillors and 25% women in district councils. Source: <https://webapps01.un.org/nvp/mdgs.action?id=3&countryId=1882>

² Sources: www.parliament.md, <http://gov.md/ro/profiles/team>, http://cicde.md/media/files/files/infografic_undp_roen_5872904.pdf;

violence and available data suggests that this is a main deterrent for entering office and reason for withdrawing once elected.

Among the root causes for women's underrepresentation are stereotyped views on women's capacity and role in society and in the private and public domain³ as evidenced also in the way they are depicted in media. Also, women continue being predominantly responsible for domestic work and as primary caretakers even when they work outside the home, which reduces their mobility and ability to network, and reinforces inequality at home.

The barriers met by women in entering and advancing in the security field and in peace, security and dialogue processes aimed at enhancing social cohesion in the country are similar, with prejudices regarding women's physical force, behaviour in extreme situations, and overall diminishing of the importance of their participation and perspective in how security is defined and pursued.

When women do get a seat on the decision-making table, their ability to act as gender equality advocates is influenced by the governance systems in place. Without adequate understanding within the executive and legislature of gender equality principles and gaps and how to apply gender analysis to the entire policy making cycle, including at the last critical stage of budgeting, even well-meaning or presumably gender neutral policies and laws may not make a difference, or worse - have a negative effect. In order to address these and other gender inequalities, a systematic approach to integrating gender perspective in all sectoral policies, plans and budgets is needed, backed up by adequate gender capacity within the government institutions. While some pilot actions have been undertaken at the district level on gender responsive budgeting (GRB) and there have been recent advances in academia, the integration of GRB at local and national level is still at an early stage. The capacities of the gender equality machinery, including gender focal points and units in central and local public institutions, need to be further strengthened.

Progress in legislative was made in 2016 with the passing of the Law no. 71 which amended and supplemented 15 legal acts, among which the introduction of 40% gender quota for Party lists. However, changes to the electoral system introduced in 2017⁴ are likely to undermine the effectiveness of the quota. The National Strategy for Ensuring Equality between Women and Men (2017-2021) has specific objectives related to: increasing women's participation in public and political life, strengthening the utilization of gender responsive budgeting as a tool in the policy making processes, strengthening the capacities of the entire gender equality machinery in the government (such as gender focal points and gender units in Ministries and agencies), as well as enhancing the Women, Peace and Security agenda. The development of the first National Action on the Implementation of Security Council Resolution 1325 on Women, Peace and Security was initiated in 2017, with UN Women support. Recent legislative and policy breakthroughs in the field of women's participation and gender equality need to be further strengthened and implemented to ensure real progress towards enhancing women's leadership and gender sensitive governance at all levels.

2. Description of required services/results

UN Women Strategic Note for Moldova for the period 2018-2022 prioritizes a number of strategic directions to ensure that women led and participate in decision making at all levels, under an overall Theory of Change. The envisaged Impact is: *Women lead, participate in and benefit equally from governance systems*. UN Women's work over the five year period will contribute to the realization of one overarching Outcome (major strategic results): *More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector*. UN Women will be directly responsible for the realization of three-interconnected Outputs, which contribute to the achievement of this Outcome:

Output 1. Public institutions have capacities to analyze and improve legislation, policies, regulations and budgets in order to fulfill gender equality commitments;

³ Surveys indicate that public views on traditional gender roles have not changed significantly in the past ten years. In 2016, 64% of respondents agreed with the statement that it is man's responsibility to bring money home and the woman to take care of the family and household, 3 percentage points less compared to the year 2006. "Gender Barometer", 2017, UN Women, Center Partnership for Development http://md.one.un.org/content/dam/unct/moldova/docs/pub/FINAL_Barometrul%20de%20gen_rom.pdf

⁴ Under the new mixed system adopted with Law in July 2017, 51 Members of Parliament (MPs) out of the 101 shall be elected by a proportional closed-list system in one single nationwide constituency and 50 MPs shall be elected in single-member constituencies.

Output 2. A new generation of women from diverse groups have skills, knowledge and support networks for civic and political activism; and

Output 3. Elected and appointed women have skills and knowledge to promote gender sensitive governance, in alliance with men.

The Theory of Change is aligned with UN Women's Global Strategic Plan (*Output 4 More women of all ages fully participate, lead and engage in political institutions and processes and Output 5 More national and local plans and budgets are gender responsive*)⁵

UN Women plans to engage Responsible Parties (Non-Governmental Organizations, Community Based Organizations (CBO) and Academic Organizations) to work towards the achievement of one or more of these three Outputs.

More specifically, organizations are expected to submit proposals with clear and specific statement of what the proposal will accomplish under one or more outputs (specific results), description of approach and methodology and other details as per requirements stated in the Annexes B1-3 – B1-6 to this Call for Proposals.

Proposals are expected to show clear contribution to the delivery of output-level results.

Output 1. *Public institutions have capacities to analyze and improve legislation, policies and budgets to fulfill gender equality commitments* (with focus on the areas of women's participation in decision-making, gender responsive budgeting, advancing the women, peace and security agenda).

In line with the UN Women SN this result will be measured by number of indicators, including but not limited to: number of national policies and regulations that advance gender equality and women's participation, developed with UN Women support; number of gender equality initiatives developed and/or being implemented by legislative bodies at central and local level with UN-Women's support, per year; number of civil servants with capacities to develop and implement gender responsive policies, plans and budgets.

Indicative areas of intervention under this output may include:

- Support in further improving national legislation and policies to advance women's participation and leadership and gender responsive budgeting and monitoring the implementation of legislation and policies in practice;
- Support various capacity building activities for public officials from the executive and legislative branch at central and local level to integrate gender perspective in the policy making process, and analyze legal frameworks, policies, plans and budgets from the gender perspective;
- Strengthen capacities of defense and security sector institutions, to mainstream gender perspective in their policies and practices, and to increase women's participation, including enhancing capacities, visibility and activism of women and associations representing them from the interior, police and defense sector, in line with commitments made in the draft National Action Plan on SCR1325;
- Etc.

Output 2. *A new generation of women from diverse groups have skills, knowledge and support networks for civic and political activism*

In line with the UN Women SN this result will be measured by number of indicators, including but not limited to: number of women who acquire knowledge and tools to engage in political life (including Roma women and women with disabilities); number of Organizations that received capacity development support and supporting women candidates and demanding women's equal participation; number of new advocacy products produced by women's organizations/platforms with UN Women's support and shared with decision-makers through dialogue forums and other means.

Indicative areas of intervention under this output may include:

⁵ <http://www.unwomen.org/-/media/headquarters/attachments/sections/executive%20board/2017/second%20regular%20session%202017/theories-of-change-for-un-womens-thematic-priorities-en.pdf?la=en&vs=5133>

- Capacity building for women aspiring to enter political office at central and local level prior to upcoming Parliamentary and local elections, including for women from underrepresented groups;
- Mobilize and advocate with political parties, including their women's organizations, to advance gender equality;
- Develop and expand diverse networks of support to current and emerging women leaders at national and local levels;
- Raise awareness and mobilize young women on civic and political participation;
- Strengthening the capacity and voice of organizations and platforms led by women and advancing women's participation to carry out effective advocacy with decision-makers;
- Etc.

Output 3. *Elected and appointed women have skills and knowledge to promote gender sensitive governance, in alliance with men*

In line with the UN Women SN this result will be measured by number of indicators, including but not limited to: number of newly elected and appointed women at national and local level with strengthened capacities on gender sensitive governance since 2017

Indicative areas of intervention under this output may include:

- Capacity building for appointed and/or elected women in mid and senior positions;
- Networking and alliances building between executive and legislative branches, civil society at national and local levels;
- Etc.

Proponents are also highly encouraged to propose interventions that explore innovative ideas to find sustainable and transformative solutions, including applying new tools to ensure women's proactive engagement in designing, prototyping and implementing policies, plans, and measures that affect them.

The proponent as a Responsible Party(RP) will be responsible to make substantial contribution to achievement of the entire Output for which it is putting an offer. **If proponent is to contribute to more than one Output, this needs to be clearly specified in the proposal, with delineation of specific results, activities, approach and methodology and budget for each Output separately.**

The proposals are expected to cover a period of minimum 1 year/12 months to maximum 2 years/24 months, with a minimum budget of 50,000 USD.

The applicant organization may partner with other relevant organizations to complement its expertise, outreach capacity and build the capacities of grassroots organizations. Partners may be CSOs, but also governmental institutions, non-registered community based organizations, academic institutions or other.

UN Women will sign contracts with and disburse funds to the applicant organization only.

3. Competencies:

- Documented successful track record in the area of work contained in this Terms of Reference;
- Proven credibility in the country in working towards gender equality and women's empowerment, and delivering results in this area;
- Experience in establishing and nurturing partnerships with different government, non-governmental and other stakeholders towards the achieving of set goals;
- Relevant community presence and ability to reach out to most vulnerable and excluded groups of women;
- Organization has sufficient staff resources and technical expertise to implement the proposed actions;
- Record and evidence of organizational culture of accountability and governance, financial and administrative capacity.

Call for proposal

Leadership and participation in decision making

CFP No. CfP17/003-WIL

Proposal/no proposal confirmation form

If after assessing this opportunity, you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

To: UN Women

Date:

Email:

From: _____

Subject _____

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above-mentioned Call for Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services/supply
- ☐ We are unable to submit a competitive proposal for the requested services at the moment
- ☐ We cannot meet the requested terms of reference
- ☐ Your CFP is too complicated
- ☐ Insufficient time is allowed to prepare a proposal
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ Other (please provide reasons) _____
- ☐ We would like to receive future CFPs for this type of services
- ☐ We don't want to receive CFPs for this type of services

If UN Women has questions to the proponent concerning this NO PROPOSAL, UN Women should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

Call for proposal

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CFP No. CfP17/003-WIL

Mandatory requirements/pre-qualification criteria

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

a. Mandatory requirements/pre-qualification criteria	b. Proponent's response
1.1. Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
1.2. Confirm proponent is duly registered or has the legal basis/mandate as an organization	Yes/No
1.3. Confirm proponent as an organization has been in operation for at least five (5) years	Yes/No
1.4. Confirm proponent has a permanent office within the location area.	Yes/No
1.5. Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
1.6. Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation	Yes/No
1.7. Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s)	Yes/No

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Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Proponent's Eligibility and Authority to sign Proposal and the Technical Proposal itself.

The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal must be included in an email with email subject line as follows:

CFP No (_____) - (Name of Proponent) - Technical proposal
- c. The Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- d. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this proposal), together with any other supporting documentation submitted in accordance with this CFP and/or voluntarily constitutes the proponent's Technical Proposal and fully responds to the request for proposal No (____)

Proponent's Eligibility Confirmation and Information	Proponent's Response
1. What year was your organization established?	
2. In what province/state/country is your organization established?	
3. Has your organization ever been adjudged bankrupt, or been liquidated, or been insolvent, or applied for a moratorium or stay on any payment or repayment obligations, or applied to be declared insolvent? (If YES, explain in	Yes _____; No _____
4. Has your organization ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Has your organization or any of its members including employees and personnel ever been suspended or debarred by any government, a UN agency or other international organization and/or placed on any relevant sanctions list including the Consolidated United Nations Security Council Sanctions List(s) - https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list or been the subject of an adverse judgment or award? If YES, provide details, including date of reinstatement, if applicable. (If proponent is currently on any relevant sanctions list this should be disclosed in Annex B and is grounds for immediate rejection)	

Proponent's Eligibility Confirmation and Information	Proponent's Response
6. It is UN Women policy to require that proponents and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a party or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. Proponent must confirm that it has receipt and full acceptance of UN Women Anti-Fraud Policy Framework as part of Annex B. Confirm that the proponent and its sub-contractors has not engaged in any conduct contrary to that Policy including in competing for this CFP.	Confirm Yes _____; No _____
7. Officials not to benefit: Confirm that no official of UN Women has received or will be offered by the proponent or its sub-contractors, any direct or indirect benefit arising from this CFP or any resulting contracts.	Confirm Yes _____; No _____
8. Confirm that the proponent is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UN Women.	Confirm Yes _____; No _____
9. Confirm that the proponent and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this CFP.	Confirm Yes _____; No _____
10. UN Women policy restricts organizations from participating in a CFP or receiving UN Women contracts if a UN Women staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UN Women staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the proponent or its sub-contractors.	Confirm Yes _____; No _____

I, (Name) _____ certify that I am (Position) _____
_____ of (Name of Organization) _____;
that by signing this Proposal for and on behalf of (Name of Organization) _____, I am certifying that
all information contained herein is accurate and truthful and that the signing of this Proposal is within the
scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of
services as specified in the CFP package.

(Seal)

(Signature)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your organization for this CFP:

Name:	
Title:	
Address:	
Telephone Number	
Fax Number:	
Email Address:	

Technical proposal submission form

Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience.
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

Component 2: Expected Results and Indicators (max 1.5 pages)

This section should articulate the proponent's understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UN Women.

Component 3: Description of the Technical Approach and Activities (max 2.5 pages)

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4

Component 4: Implementation Plan (max 1.5 pages)

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

Implementation Plan

Project No:		Project Name:											
Name of Proponent Organization:													
Brief description of Project													
		Project Start and End Dates:											
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)											
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

Monitoring and Evaluation Plan (max. 1 page)

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

Component 5: Risks to Successful Implementation (1 page)

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend

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Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in Moldovan Lei.

The entire Price Proposal must be placed in a separate attachment.

The document should be named: CFP No (____) – (Name of proponent) - Financial proposal

- c. The completed Financial Proposal Submission Form constitutes Proponent's Financial Proposal and fully responds to Call for Proposal. I commit my Proposal to be bound by this Financial Proposal for carrying out the range of services as specified in the CFP package.

In compliance with this CFP the undersigned, propose to furnish all labour, materials and equipment to provide goods and services as stipulated in the CFP. This shall be done at the price set in this Schedule and in accordance with the terms in this CFP.

_____ (Signature)	_____ (Name)
_____ (Name of proponent)	
_____ (Date)	_____ (Address)
_____ (Telephone No.)	_____
_____ (Email address)	

Component 6: Results-Based Budget (max. 1.5 pages) (to be submitted separately from the technical proposal)

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the activity. Particularly include the cost of monitoring and evaluation.
- Indirect costs, or administrative overhead costs, such as staff salaries and office rent are not funded. These therefore should not be part of the funding request.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

Result 1 (e.g. Output) Repeat this table for each result.				
Expenditure Category	Year 1, [Local currency]	Total, [local currency]	US\$	% Total
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs				
6. Incidentals				
7. Other support requested				
8. Contingency (max. 5%)				
Total Cost for Result 1				

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Format of resume for proposed staff

Name of Staff: _____

Title: _____

Years with NGO: _____ Nationality: _____

Education/Qualifications: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained.

Employment Record/Experience

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

References

Provide names and addresses for two (2) references.

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Capacity Assessment Document Checklist

For Potential Responsible Parties

Governance, Management and Technical

Document	Mandatory / Optional	Yes / No
Legal registration	Mandatory	
Rules of Governance / Statutes of the organization	Mandatory	
Organigram of the organization	Mandatory	
List of Key management	Mandatory	
CVs of Key Staff proposed for the engagement with UN Women	Mandatory	
Anti-Fraud Policy Framework	Mandatory	

Administration and Finance

Document	Mandatory / Optional	Yes / No
Administrative and Financial Rules of the organization	Mandatory	
Internal Control Framework	Mandatory	
Audited Statements of last 3 years	Mandatory	
List of Banks		
Name of External Auditors		

Procurement

Document	Mandatory / Optional	Yes / No
Procurement Manual	Mandatory	
Procurement Code of Conduct		
List of main suppliers / vendors		

Client Relationship

Document	Mandatory / Optional	Yes / No
List of main clients / donors	Mandatory	
Two references	Mandatory	
Past reports to clients / donors for last 3 years		